

## VACANCY ANNOUNCEMENT

(Announcement Number: 14-41)

The U.S. Embassy in Kathmandu is seeking an individual for the position of Asylum Assistant.

**OPEN TO:** All Interested Candidates

**POSITION:** Asylum Assistant

**OPENING DATE:** October 16, 2014

**CLOSING DATE:** October 30, 2014

**WORK HOURS:** Full-time; 40 hours/week

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

### BASIC FUNCTION OF THE POSITION

The incumbent performs a full range of Asylee “follow-to-join (FTJ)” visa processing, and handles non-routine and complex Asylee FTJ cases. The incumbent drafts correspondence and reports relating to complicated Asylee FTJ visa issues, prepares cases for review by the Consular Officer, maintains records, and responds to telephone queries on a variety of FTJ visa matters. The incumbent assists with non-immigrant and immigrant visa processing as and when required.

### QUALIFICATIONS REQUIRED

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful completion of Higher Secondary (Grade 12) School is required.
2. A minimum of three years of experience in the area of visa work, other related work in the consular field, or similar experience in an international organization or a non government organization involving public contacts is required.
3. Level IV (Fluent) reading/speaking/writing English is required. Level IV (Fluent) reading/speaking/writing Nepali is required. Level IV (Fluent) reading/speaking/writing Tibetan is required.
4. Good knowledge of the USG policies relating to the area of consular and visa operations is required. Good knowledge of the host country policies relating to immigration is required.
5. The ability to exercise tact in dealing with numerous clienteles is required. The ability to work under continuous pressure is required. The ability to use various Windows-based computer applications such as MS Outlook, MS Excel and MS Word is required.

## **TO APPLY**

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

## **SUBMIT APPLICATION TO:**

Email: [recruitktm3@state.gov](mailto:recruitktm3@state.gov) (write “Application for Asylum Assistant” in the Subject Line)

Or

Human Resources Office  
G.P.O. Box 295  
Kathmandu, Nepal

**(Please clearly mark your envelope as “Application for Asylum Assistant)”**

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